

Eastern Area Incident Management Team

2011 Team Operating Plan



Team Philosophy

This Eastern Area Incident Management Team provides a unique public service. We bring management oversight to high risk and high cost incidents that have evolved beyond the management capability of locally available resources. Our charge is to support the Agency Administrator who is jurisdictionally responsible for the protection of the area within which the incident is located. We take pride in our contribution, and we do our very best to provide such in as professional a manner as is possible.

We strive to take care of the people who are taking care of the work needed to successfully and safely complete the objectives set forth in the Incident Delegation of Authority by the Agency Administrator, and to do so in as professional a manner as we collectively know how to do. Our Team is grounded in **three foundation principles**, which we will constantly reassess. They are:

- 1.) **The safety of all the firefighters and the affected public is paramount.** That is goal number one. The IMT will make a collective effort to daily survey the incident operations on individual Divisions, Aviation operations, and ICP operations. Additional particular attention will be given to travel on the incident, as well as travel to and from the incident.
- 2.) **Management strategy will be based on present and predicted landscape conditions including the human component.** The full range of potential management responses will be considered.. This may range from full perimeter control at one end of the spectrum to monitoring on the other. Point protection, segment control, and delaying tactics may and will be part of our management tactics.
- 3.) **Mutual Support and Respect, within the Team, as well as with cooperators and affected public, are critical to achieving success.** We will strive to be understanding of each others' individual challenges, during the high stress environment each incident creates, and we will work to minimize any measure of conflict and confrontation as quickly as possible.

A watch phrase for this Team will be "we are here to serve and support the firefighters on the line, and the Agency Administrator holding ultimate responsibility for the events during this incident." Every effort will be made to serve both.

We will be committed to a cost effective strategy. We, as taxpayers ourselves, will be thoughtful and responsible with taxpayers' dollars. Expenditures will be projected and scrutinized on a daily basis by our Finance Section.

And lastly, we consider humor to be a measure of Team health and cohesion. Within the confines of the seriousness of our mission, and the bounds of professionalism, we will embrace every opportunity to cause a smile. We are proud of the public service we provide.

/s/ *Chris Ourada* 3/3/2011

Chris Ourada
Incident Commander

Team Objectives:

- Provide for the safety of both incident personnel and public.
- Provide IMT support to the Agency Administrator to achieve incident objectives.
- Minimize impacts to resources and to property values.
- Maintain clear and effective lines of communication with the host agency, cooperating agencies, and the public during the duration of the incident.
- Emphasize cost effective management. Scrutinize expenditures, strategies, and tactics to limit necessary cost and limit risks to firefighters.
- Treat all individuals with respect and in a fair manner.

- Provide for meaningful, quality training opportunities for as many trainees as is reasonably possible on every incident.
- Provide complete and accurate Incident Action Plans, being sure to provide such to the leadership of all cooperating agencies every day.
- Leave a complete and accurate final package for the jurisdictional Agency Administrator. The potential for future litigation on all incidents requires thorough and thoughtful documentation.
- Leave the Hosting Agency/Agencies and community with a positive impression of incident management teams.

This plan was prepared to document coordination guidelines for and between Team members. It lists standardized Team procedures and expectations. It provides a quick reference for the Command and General Staff to quickly introduce new Team members to standard daily operating procedures, a "this is who we are, this is what we do, and this is how we do it", introduction to this Incident Management Team. In the IMT world, there is often little time to get acquainted before one is expected to go to work.

Pre- Incident Coordination

1. Team Travel

Team members can dress as they prefer to travel to the incident. Once at the incident Team members are required to wear Nomex pants, Team shirt, and name tag during working hours. Every effort should be made to make our initial impression on the host agency personnel and Agency Administrator as professional and as organized as possible.

2. Information Technology (IT)

Team members (agency personnel) are encouraged to bring a locally assigned agency laptop and cell phone whenever possible. Team members should review the resource order to verify these items are on the order. The Eastern Area IMT computer kit, specifically 12 laptops is based on the Chequamegon-Nicolet NF with the primary Computer Technical Specialist (CTSP). The remaining kit components (printers, fax, monitors, etc.) will be based at the Northeast Cache, Grand Rapids, MN. EACC will be responsible for annual kit maintenance. When the team gets activated, EACC will make the appropriate contact to initiate overnight-ship the team kit to the reporting location. Ordering additional laptops from Platypus computers is also an option to be considered as needed. A CTSP will be used for the setup, maintenance, and accountability of computers, printers, and other computer hardware needs during an incident. Storage, pre-season preparedness, and post season maintenance, which include cleaning and refurbishing as well as keeping software current, will be the responsibility of EACC.

3. Pre-Orders

The initial dispatch order will usually consist of those regular Team members and designated Team trainees listed on the roster. The team will be rostered in ROSS and dispatched by EACC. EACC will also maintain the IMT's automatic pre-orders in ROSS. Additional team positions will be ordered from the overhead pre-order, as well as by interagency fire qualified personnel local to the incident. Every effort will be made to add local trainees to the roster upon arriving on the incident, as requested by the hosting unit. There are often local employees needing specific trainee assignments to assist in attaining target positions.

Following notification of an incident assignment, the Logistics Chief will initiate an incident pre-order (See Appendices). Additional equipment and personnel may be added to the standard pre-order should a particular circumstance warrant such additions. Each individual Section Chief should be aware of the contents of the Pre-order to ensure adequate resources are available at the start of the incident. Should additions appear to be needed for a particular assignment, the Section Chief should alert the Logistics Chief prior to departure. An example would be a request for a portable cell phone tower should the incident be located in a remote area known for poor cell phone reception.

4. Mobilization

By the end of each day on Thursday 1600 Central time, for the 2 weeks beginning on the following Monday, each Section Chief will update section availability on the teams **www.imtcenter.net** web site, Team Calendar, and identify who is the alternate for those team members that are not available during that 2 week period. Also, send an email message with that information to the Team's lotus notes public distribution list: **pdl_ea_type_ii_imt_c&gs@ms.fs.fed.us (Command and General Staff mailing list)** and cc: **mneac@dms.nwcg.gov (EACC Operations inbox)**. The Long Team mailing list for all members to use is: **pdl_ea_type_ii_imt@ms.fs.fed.us**

The Incident Commander will stay in regular contact with the EACC for updates on fire activity. With rare exception, the IC will be in 24-hour contact via cell phone. Upon receipt of a call alerting the IC of a dispatch for the Team, the IC will give a pre-alert to Section Chiefs of imminent dispatch, and will share initial information at that time. These initial informal calls will expedite the Team response time by allowing as much time as possible for Team members, particularly those individuals needing extended travel time, to prepare.

NO TRAVEL IS AUTHORIZED until members are called by their local dispatch center with an OFFICIAL RESOURCE ORDER REQUEST.

Team members will be given information on the location of the incident, and the reporting location for the initial Team briefing. A time will be set for the briefing. Team members finding that they cannot meet the established briefing time should alert their Section Chief, or the IC, of their expected time of arrival

When unforeseen circumstances prevent a member from responding to an assignment, the person will be replaced on a temporary substitute basis by (1) a person from the alternate list, (2) member of the team lowest on the call-up schedule, or (3) any other qualified resource. If a Command and General Staff member is not available he/she will notify the IC in advance and seek a qualified alternate.

Team Incident Operating Procedures

1. Agency Administrator In-Briefing

The meeting location and time will be given to Team members when they receive their formal resource order information authorizing their travel or while en-route. The Agency Administrator or Representative will lead the meeting and offer pertinent information that will assist the Team.

The Incident Commander will introduce herself and the Command and General Staff of her Team. Other introductions can wait as the intent is to clearly point out Section Chiefs so local leaders can know to whom they should direct questions or share information.

The Planning Section Chief will officially document the meeting in the format available in the Mobilization Guide, and will secure the WFDSS, if one is available, the Delegation of Authority, and the Incident Business Management Plan from the Agency. The IC and Agency Administrator will review the documents together, and will jointly determine the date and time the Team will assume responsibility. This is the time to clarify any Agency Administrator expectations, specific agency policy, and particular resource concerns. Command and General Staff should ask questions of the Agency Administrator pertinent to their respective Section at this time. We want to minimize any assumptions being made during the course of the incident. Questions should be kept brief so as to keep the meeting to a reasonable amount of time, usually no more than 30-45 minutes.

2. Initial Team Meeting

At the conclusion of the Agency Administrator briefing, the Team will conduct a short, strategy meeting to assess the information we have just been given, along with any incidental information gleaned through discussion prior to the briefing. Operations Section Chiefs often arrive prior to the briefing, will try to contact Initial Attack personnel, and may even get a reconnaissance flight prior to the initial briefing. The ICP location will be clarified, and any unique circumstances or concerns will be shared. Specific requests noted in the Delegation of Authority or from the Resource Advisor will be emphasized, as will the ever

present safety concern of transition times on an incident. A second meeting may be scheduled at this time so Section Chiefs can compare notes. The following is a list of several tasks that need to be addressed between the post briefing meeting, and the first IMT strategy meeting:

- Basic incident size up: what has happened and why, and what is likely to happen based on fuel and weather parameters?
- Are there imminent threats to lives and property?
- There will be a quick review of Incident-within-an-Incident procedures
- Incident objectives established based on Agency Administrator concerns.
- Present and ordered resources must be accounted for and additional needs determined.
- Safety hazards will be assessed on the line, at the ICP, and in the aviation program.
- Section Chiefs will establish priorities within their functional area and share with the Command and General Staff.

3. Section Specific Initial Responsibilities/Reminders

Safety

The primary purpose of the IMT Safety Officer will be to manage safety in a broad context over the entire incident. The IMT Safety Officer reports directly to the Incident Commander.

Team safety takes priority. IMT Safety Officer works through and/or with the teams command and general staff and various unit leaders in providing oversight, support and assistance in monitoring and mitigation of safety issues brought forward by team members and other personnel on the incident.

The IMT Safety Officer reviews and monitors daily, various team functions contained under logistics, plans and operations for adequate support for the incident and may provide input or council to command and general staff and incident management team functions when needed or requested.

IMT Safety Officer may secure additional Safety Officers as needed or assigned to the incident for specific areas based on incident complexity to monitor areas such as aviation, fireline, or ICP if circumstances warrant. Particular attention will be given to travel, fireline, and aviation activity. All functional areas have to ensure standard procedures are followed.

The IMT Safety Officer provides support and coordination to functional area(s) of the team concerning incidents that may occur within the incident. The specific functional area with responsibility shall take the lead in managing an incident within the incident. The safety officer supports or facilitates actions and provides coordination with other team functions and request outside assistance as needed.

The IMT Safety Officer will use the Lessons Learned Archives to assist with presenting appropriate and applicable messages at briefing. Share all accidents, injuries, and "near misses" at briefings.

The Safety Officer will coordinate additional Safety Officers assigned to the incident, and assign them to specific areas, such as aviation, the fireline, or the ICP. Particular attention must be given to travel and to aviation activity. The IMT Safety Officer will be the lead Safety Officer for each day, and will look at safety in a broad context over the entire incident.

Operations

After the briefing and initial Team strategy session, the Operations Section Chief will proceed to the incident to begin the transition from the existing organization, to the Type 2 organization and strategy. Every effort will be made to keep other Section Chiefs apprised of the developing situation so they might provide for current and developing needs. The Planning Operations Chief will return to the ICP in time to prepare the action plan for the next shift and to assist with any other briefings.

Tactics and Strategies will be commensurate with the hosting agency's management plan. "

Incident Action Plans need to identify which Operations Chief is the shift contact. OPSC that is in the field will be referred to as "Line Ops"; the OPSC who is coordinating with Plans will be known as "Planning Ops. " There must be no confusion about who is ultimately in charge of decisions on the fireline for that shift. If the responsibility is split between geographic portions of the incident, it must be made absolutely clear by divisional breakout (ICS-204's).

Assess early the amount of interface circumstance on the incident. Coordinate with cooperators early. Be good listeners to rural units and County Assist Teams. If any evacuation activity looks imminent, consider an "embedded deputy" to assist with those actions.

When appropriate, Operations Section Chiefs will arrive early and recon the incident prior to Team arrival and the Agency Administrator briefing. Make it known to the local Agency dispatch office and the current Incident IC that you want to gather information to assist Team transition. Remember that they are in charge, and they need to be aware of your presence and your intentions.

Establish a schedule and a protocol for daily debriefing of all Operations personnel at Division level and above. This has proven to be extremely productive for a collective understanding of the progress of the overall incident strategy, and for an added measure of clear communications.

Aviation Operations

Ensure that TFR's are in place to address aviation safety over the incident. Identify and receive a flight hazard briefing and map from the aviation specialist on the unit.

Predetermine with the hosting unit procedures for sharing aircraft with other incidents and the hosting unit. The chain of command for the determination if a request can be granted is the decision of the Operations Section Chief. They can be contacted through the Helibase operation. No aircraft will be reassigned until OSC gives the approval to do so. Items to include are frequencies, phone numbers, and dispatch procedures if a resource is requested. At a minimum before an aircraft is dispatched from the incident, the following information will be provided: mission to be performed, lat/long for the destination, frequency to flight follow on, air to air frequency, air to ground frequency, ground contact at the new incident, and information on any known hazards. Identify potential helibase and helispots in coordination with the hosting agency.

Logistics

A good decision on the Fire ICP location can add a great deal to the success of Incident operations. Close proximity to the fire is preferred but not if it means inadequate room, limited access to communications, or potential risk of burn over. Roomy areas with established parking areas and one-way traffic flow decrease risk of fender-bender accidents.

Do not assume that sites have negotiated and approved land use agreements. Ask before ICP set up begins.

Ensure EARLY development of a TRAVEL PLAN, that is well signed at intersections and drop points with accurate "DP" locations on the map.

Establish good communications early on. A NIRCS radio starter kit will be automatically ordered with the IMT. A call ahead of incident arrival could determine the need for other resources, such as portable cell phone towers, or satellite phones.

Ordering resources needs to be completed on a general message form and submitted to the ordering manager. Overhead orders are approved at the Command and General Staff level. Line orders need to be approved by a DIVS or above. Line Orders can be by general message or through Communications

Finance

Provide strong oversight for cost effectiveness to all incident expenditures. Provide daily assessments of costs-to-date. Daily cost accruals will be done with I-Suite. When the IMT demobs, the I-Suite database will be uploaded to the web site.

Ensure that the Finance section has adequate personnel for the task at hand. The Finance Chief must have adequate assistance in order to be allowed time for oversight of the total financial program.

Establish early on who the local Agency Incident Business Advisor will be on financial matters. Pursue copies of any available cost-share agreements and land-use agreements that will be used on multi-jurisdictional fires. If none are in place, consider this a red flag and negotiate for such ASAP. Ask whether the unit has a written Incident Business Operations Plan.

Provide documentation for IC approval of extended shifts. Assist IC in establishing a no to low tolerance for exceeding a 16 hour shift after the first day on the incident.

Monitor incident activity and contracts for possible claims. Determine the need for a Procurement Unit Leader or Buying Team early on.

Pay particular attention to high cost aviation expenditures. Any aircraft not used on a regular and productive basis should be released from the incident.

Incident Information

Ensure that all information functions are conducted safely, door to door.

Develop an Information strategy within 24-36 hours of assuming command of the incident.

Coordinate with the unit PAO and Agency Administrator of the jurisdictional agency(s) to determine information release protocol, media contacts, website update needs, key individual or group contacts, and preferred location of information kiosks. Coordinate information needs with needs of the Liaison Officer.

Look for public outreach opportunities through ICP tours for the public and local officials, and environmental education/fire prevention presentations for schools or youth groups.

Meet and involve local community members, area leaders, and media early in the incident. Develop a daily "trap line" for updating incident information. Develop daily personal and electronic "trap lines" for updating incident information for the public. Look for additional opportunities to share information.

Post information boards at the ICP and within communities with current information.

Assist the IC with post-incident recognitions of assistance and thank-you notes where appropriate.

Command

Quickly establish communications with the Agency Administrator, agency personnel, community leaders, and local emergency services leaders, the County Sheriff, County Commissioners, and Township officials. Provide brochures with names and cell phone numbers so they can have ready access to Team personnel and regular updates.

Determine present and possible jurisdictions near the incident. Anticipate Unified Command.

Assess training opportunities in all Sections as the Incident progresses.

Develop incident objectives and assist with the development of all strategy and tactics used on the incident. Review and revalidate Incident Objectives daily. Incident objectives should be derived from the Delegation of Authority as supported by a current WFDSS, if available.

Planning

One of the most important things a Plans Chief can do is to run a good, definitive, and brief Planning meeting. One of the best things a Planning Section can do is to keep absolute track of all resources and to develop an accurate Incident Action Plan with adequate copies. This will take dedicated support from the other Section Chiefs in terms of accurate and TIMELY section specific contributions to the IAP.

Briefings should be kept to 30 minutes OR LESS. Coach all presenters on the art of getting pertinent information to Incident personnel in 2-3 minutes OR LESS. Specific questions and Individual or Division

specific assignments that do not pertain to everyone can be addressed in smaller discussion groups following the briefing.

It has proved very beneficial to post assignments on the Bulletin board prior to briefing. Use of a PA system has also proven helpful on larger incidents.

Address demob early in the incident and order a demob unit leader early on if one is needed.

Welcome new arrivals on the incident and express appreciation for their assistance. Promote a customer service attitude.

Provide team handouts at check-in, including team conduct and expectations and performance

Post the daily briefing and meeting schedule.

Review the incident objectives with the IC by 1600 daily. Complete the 209 for the IC to review prior to the time due so that any necessary edits deemed in order can be completed.

Determine the need for a Human Resource Specialist and Union Representative and place that order when appropriate.

Incident-within-an-Incident (IWI)Response

The primary goal of this Plan is to allow incident personnel the guidelines necessary to *Locate, Triage, Extricate, Treat and Transport* all accident victims in as quick and safe a manner as possible. Radio communication will be on the command frequency and will take priority over other radio traffic. Names of injured or deceased individuals should not be given over the radio. Use of crew names or designators should be limited. Deceased individuals and their equipment are not to be moved, except to accomplish rescue work or to protect the health and safety of others.

(See Appendices for Incident within an Incident Response)

4. Team Meetings and Briefings

The typical meeting schedule for a 0600-1800 shift will be:

0600 Day Shift Briefing
0900 Command/General Staff
1600 Planning/Ops 215/215a meeting
1800 Night Shift Briefing
1700 Planning Meeting
1900 IAP Inputs Due
2130 IAP is signed by the IC

Command/General Staff Meetings

Time: 0900 daily + other times as necessary

Participants: IC, Plans Chief, Ops Chief, Safety Officer, Logistics Chief, Finance Chief and Information Officer, and respective trainees. All are expected to attend.

Meeting Objectives:

- Action Items development and updates
- Information Sharing
- Reality Check – How are we doing?
- Communication and problem solving.
- Discussion of issues, before they get too big.
- Get away from tunnel vision, look at the big picture.
- Six Minutes for Safety reporting

Meeting Format:

- Brief, informal round robin by all present.
- Facilitated by Plans Chief or IC.

1700 Planning Meeting

Time: 1700; length 30 minutes. Be prepared. *Start on time.*

Participants: IC, Core Team (PSC2, LOFR, SOF2, FSC2, FBAN, OSC2, LSC2, ASGS, PIO2, and respective trainees). This may also include Agency Liaison, Business Advisor, Unified Command IC, Resource Advisor, etc.

Meeting procedures:

- Review 215 and LCES (prepared by Operations, Plans, and Safety prior to meeting).
- Meeting will consist of:
 - Brief reports covering the major items for each functional area
 - Review plan and make adjustments for next operational period
 - Development of strategy, objectives, and timeframes by the Team.
- Turn off radios & cell phones during meetings; work with the Incident Dispatch to handle messages. Leave Acting or Deputy in charge.
- PSC is facilitator, with Documentation Unit Leader as note taker.

Agenda Items

1. Update of current operational period.
2. PSC2 review Incident Objectives. Discuss 12/24/36/48/72-hour futuring in relation to Incident Strategy/Objectives.
3. FBAN presents weather forecast and fire behavior projections.
4. OSC2 overview of next operational period strategy/tactics and contingency plans. Overview of 215 and tie to LCES. Safety Officer to complete large ICS-215A at same time.
5. Decision Point: Can all Command and Staff positions support the plan and are there any other issues?
6. Agency Liaison, Cooperators: comments.
7. IC wrap-up comments and critique.

Incident Briefings

The morning briefing will be at 0600. The Planning Section Chief will facilitate these briefings. There will be the usual emphasis on PROMPT and BRIEF. Know what you are going to say. Make sure it applies to all attending the briefing. If there is additional information pertains to individuals or a small group, save it for a separate discussion. Total briefing should last at most 30 minutes.

Briefings will start with opening remarks from the Plans Chief, and will thereafter proceed to the following presentation schedule:

1. Ops Chief: update on operations to date
2. Ops Chief: discussion of next operational shift
3. Air Ops: aviation review
4. Fire Behavior: fuels circumstance and weather
5. Safety: Issues of the day and Lessons Learned
6. Logistics: Address any Unit Leader concerns
7. Finance: costs to date, cost issues
8. Fire Info.
9. Liaison Info.

- 10. Host Agency/Cooperators
- 11. IC Comments

Operations De-briefings

Evening de-briefings are valuable contributions to any measure of success. They are led by the Operations Section Chiefs, and include all Line and Aviation Leadership. Meetings are generally held at 2000 in the "Operations tent" or other designated location. Information exchanged during this meeting includes what was accomplished during the operational period and what is expected during the next period, problems, safety concerns, and the outlook for the next 48-96 hours or as the incident dictates.

Appendices

INCIDENT-WITHIN-AN-INCIDENT RESPONSE

CREW AND OPERATIONS RESOURCES - TIME EXPECTATIONS

Incident-within-an-Incident (IWI) Response

Upon occurrence of an incident;

1. The nearest Division Supervisor will go immediately to the scene and transition as the On-scene Commander. For an ICP incident, the Logistics Chief will serve as the On-scene Commander
2. Immediate action should be taken by the Communications Unit Leader to clear a frequency(s) for relief operations. The specific radio traffic on this designated frequency will then take priority over all other incident communications until the IWI activity has been completed.
3. An Operations Section Chief will proceed to the scene and will take over as On-Scene Commander. When he/she arrives, it must be made abundantly clear that a change in command has occurred.

Responsibilities in brief:

RESPOND to the incident

EVALUATE the situation

COMMUNICATE the essential details

EVACUATE the victim(s)

POSITION CHECKLISTS

INCIDENT COMMANDER

- ☐ Ensures the Incident Emergency Plan is implemented
- ☐ Notifies Agency Administrator and Geographic Coordination Center

SAFETY OFFICER

- ☐ Evaluate safety issues at the accident site and works with Division/Group Supervisor in charge to mitigate them.
- ☐ Initiates the investigation of the emergency and requests the appropriate investigation resources/teams.
- ☐ Secures witnesses names and initial statements and all evidence relating to the accident.
- ☐ Coordinates investigation with comps/claims unit.
- ☐ Obtains sketches and photos of emergency scene.
- ☐ Coordinates with Command and General Staff and supports the Division/Group Supervisor in charge at the scene.

LIAISON

- ☐ Assist the Hospital Unit Leader as needed
- ☐ Insure coordination with investigating entities
- ☐ Assist other positions as needed
- ☐ Coordinate with cooperators and key stakeholders

INFORMATION OFFICER

- ☐ Collect pertinent emergency information.
- ☐ Coordinate information release with Incident Commander and Agency Public Affairs Officer.
- ☐ Assign Information Officers to field media inquiries at accident scene, med-evac area and hospital.
- ☐ Coordinate with Liaison and Safety Officers regarding roadblocks, evacuations and emergency medical information needs.
- ☐ No personal information is to be released until approved by Incident Commander.

OPERATIONS SECTION CHIEF

- ☐ Implement the Incident Emergency Plan, providing coordination between the on scene Division and other IMT sections and units.
- ☐ Ensure appropriate incident organization to possibly include "Triage, Extrication, Treatment and Transportation Units, Medical Group, etc.
- ☐ Coordinate and supports the Safety Officer's investigation and Law enforcement agencies involved.
- ☐ Coordinate with the Logistics Section for on scene support and location of receiving hospitals for patients.
- ☐ Conduct Size-up of the situation
- ☐ Identify Nature of the incident (auto/aircraft accident, burn over, etc.) and number of crews, vehicles or aircraft's involved.
- ☐ Identify Number of people involved and their medical condition (Triage).
- ☐ Identify Location and (Lat/Long coordinates) of site.
- ☐ Identify Medical treatment and transportation needs.
- ☐ Identify special needs, i.e. Law Enforcement, Heavy Rescue, and Haz Mat response.
- ☐ Coordinate and oversees line EMT& Paramedic response to the accident site (utilize closest EMT's from crews and engine companies).

- ☐ Provide for immediate extrication and medical triage, treatment and transportation.
- ☐ Coordinate with Air Tactical Group Supervisor for Air-Medical transportation needs.
- ☐ Implement the Helibase emergency rescue plan as needed.
- ☐ Coordinate with Logistics Section for ground ambulance transport, medical supplies and other medical needs.
- ☐ Ensure air/ground ambulances coordinate patient transportation locations with the Medical Group Supervisor.

PLANNING SECTION CHIEF

- ☐ Complete the Wildland entrapment/fatality initial report (NFES 0869) as needed.
- ☐ Coordinate Critical Incident Stress Debriefing for effected personnel.
- ☐ Develop and distribute Fact Sheet within 4 hours.
- ☐ Provide and coordinate a Family Liaison with supporting agencies, (Home Unit, Red Cross, 100 Club, Chaplin)
- ☐ Provide Briefing at ICP for Incident Personnel

LOGISTICS SECTION CHIEF

- ☐ Order needed resources for the emergency
- ☐ Monitor support functions and assess additional needs.
- ☐ Provide ground transportation as needed.
- ☐ Coordinate removal of damaged vehicles.
- ☐ Establish emergency radio communications.
- ☐ Assist Medical Unit Leader with communications with the hospital and ambulance service.
- ☐ Coordinate Security with Team Liaison and Operations Section Chief as necessary.
- ☐ Locate and secure personal effects of injured personnel.

FINANCE SECTION CHIEF

- ☐ Coordinate with Agency Administrative Officer and Incident Business Advisor
- ☐ Coordinate Compensation/Claims Unit response.

CREW and OPERATIONS RESOURCES - TIME EXPECTATIONS

Crew Time Reports will be turned in at the end of each shift (Daily)

Crew Starting Time

The Division Group Supervisor (DIVS) (**MUST sign and print name**) may authorize the Crew Boss/Engine Boss assigned to their Division to start their individual time 30 minutes prior to morning briefing provided that said Crew/Engine Boss lines out and assigns preparation responsibilities to their crew subordinates and requires them to perform those responsibilities while the morning briefing is being conducted (only one person per crew is authorized this 30 minutes). Preparation responsibilities include obtaining lunches, tools and other needed supplies. Crew personnel may be authorized to begin their time at the start of morning briefing when such duties are assigned. **When such time has been authorized by the DIVS, the expectation is that said resources will be en route to their assignments within 30 minutes of the conclusion of Division break out briefings.**

Crew On-line Lunch Break

The Division Group Supervisor (DIVS) may authorize the crews to be paid during their lunch break when **BOTH** the following conditions are met:

- 1) The fire is uncontrolled and the crew is assigned on the fire line.
- 2) The Operations Chief has specified that personnel are required to remain deployed singly among the line at a high level of alertness in order to watch for falling snags, smokes, or rolling material or to otherwise hold established firelines and continue to work as they eat. This must be documented on the Crew Time Report with a detailed justification stating the reason for not taking a meal break – Blanket statement of “Fire not controlled” is not detailed nor does it suffice.

Ending Time

The crew's time will stop when the crew arrives back at incident base or spike camp. The DIVS may authorize the Crew Boss/Engine Boss up to one hour of administrative time to post crew time, deal with medical and financial issues and check on the general welfare of their crews. The Division Group Supervisor (DIVS) may authorize the Crew/Engine Boss to approve selected (1-3) individuals 30 minutes to refurbish equipment, gas vehicles, order/maintain replacement supplies.

Duty Day Limitations

ALL hours approved by the DIVS **must** fall within the **16-hour duty day** limitation. Exceptions **MUST** be coordinated through the Operations Chief, approved by the Incident Commander, documented with a written justification and a statement of how the excess hours are being mitigated.

Demob Time

Appropriate allowances for time in the demobilization process will vary by the mode of transportation the crews will be utilizing and their scheduled release time. Time Unit Leaders will resolve any questionable postings with the Finance Section Chief on a case-by-case basis.